

SPACE MOVES - ROLES AND RESPONSIBILITIES

The list below emphasizes the roles and responsibilities pertinent to large project moves of personnel and equipment and smaller moves of individuals relocating from one office or lab to another.

Large Project Moves - typically driven by a new building or large renovation project

1. Strategic Investment Governance Board (SIGB)

- Comprising Lab Deputy Director and Associate Lab Directors, responsible for making institutional decisions about space allocation.

1. Facilities Division

- Campus Planning
 - Provides SIGB analysis on space availability and utilization.
- Move Management
 - Reporting into the PIM Project Director and responsible for execution of the move
 - Develops move plan
 - Manages sub-contracted move vendors including procurement and SJHA
 - Serves as primary contact with Division Move Coordinator

2. Projects and Infrastructure Modernization Division (PIM)

- PIM Division Director
 - Has primary responsibility for achieving project success; secures project spending authority and resources
- Project Director
 - Responsible for ensuring that the project team safely completes the project, in budget, on schedule and within scope.
- Project Manager
 - Executes project direction as authorized and delegated by the PIM Division Director.

3. IT Services

- Telephone Services
 - Transfers extensions and physical move of telephone equipment
- Networking
 - Responsible to ensure network connections are adequate and “live”

4. EHS

- Ergo
 - Evaluates furniture design to minimize risk of ergonomic issues
- Industrial Hygiene
 - Responsible for moving chemicals

5. Division

- **Division Move Coordinator**
 - Serve as primary point of contact with Facilities project/move management, Operations points of contact, and division
 - Collect comprehensive, detailed division move requirements (develops employee and equipment move lists)
 - Communicate move plan to division
 - Actively participate in moves and troubleshoot on behalf of division
 - Provide feedback on move experience
- **Safety Coordinator**
 - Serve as primary point of contact EH&S Industrial Hygiene and Division Move Coordinator
 - Actively participate in moves and troubleshoot on behalf of division
 - Ensures work authorizations are in compliance with current EH&S guidelines.
- **Division Management**
 - Allocate sufficient division resources for move planning and execution
 - Provide comprehensive, detailed division move requirements
 - Make timely decisions on move plan and division cost changes
 - Communicate move plan to employees (includes safety requirements for equipment)
 - Allocate and assign space
 - Provide feedback on move experience

Small Individual Moves - typically driven by a division or department and submitted through the work order system

1. Facilities Division

- **Move Management**
 - Responsible for managing sub-contracted move vendors including procurement and SJHA
 - Schedules moves and coordinates activities including moving of office contents, telephones, computers, printers/copiers,

IT Services

- **Telephone Services**
 - Transfers extensions and physical move of telephone equipment